

Los Angeles Regional Crime Laboratory Facility Authority



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DECEMBER 6, 2007 MINUTES

The first meeting of the Los Angeles Regional Crime Laboratory's Facility Management Committee (FMC) was held December 6, 2007 at the Hertzberg-Davis Forensic Science Center, Leroy D. Baca Media Center, 1800 Paseo Rancho Castilla, Los Angeles, CA 90032

CALL TO ORDER

Patrick Mallon, Project Coordinator, called the meeting to order at 2:05 p.m. The following Directors were present constituting a quorum of the Facility Management Committee:

John R. Ferris, Director, Office of Facilities Services, California State University of Los Angeles
Peter DiCarlo, Los Angeles Police Department
Doyle Campbell, Deputy Chief Executive Officer, Public Safety, County of Los Angeles
Patty Huber, City Administrative Office, City of Los Angeles
Victor Rampulla, Division Director, Los Angeles County Sheriff's Department

INTRODUCTION OF COMMITTEE MEMBERS

Patrick Mallon, Project Coordinator, introduced the following Facility Management Committee members:

- John R. Ferris, Director, Office of Facilities Services, CSULA;
- Peter DiCarlo, LAPD;
- Doyle Campbell, Deputy CEO Public Safety, County of Los Angeles;
- Patty Huber, CAO, City of Los Angeles; and
- Victor Rampulla, Division Director, LASD.

HISTORY OF PROJECT

Patrick Mallon, Project Coordinator, presented a historical summary of the Facility Authority Project from inception to completion. The City and County contributed \$6 million each for a total of \$12 million needed to allow the project to move forward. With the completion of the project, all funds remaining in a Trust Account will be returned to the Authority. The JPA will be asked to return approximately \$3 million each to the City and County.

The Los Angeles Regional Crime Laboratory Facility, Hertzberg-Davis Forensic Center (Center), opened in September 2007, and is now fully operational.

Due to budget constraints, the project design included shared laboratories; 25% is shared. The following three Memorandum of Understanding Agreements (MOU) were developed:

- Fiscal and Policy Protocols, approved by the L.A. City Council, L.A. County Board of Supervisors, and California State University of Los Angeles (operations);
- Facility-wide Protocols (shared space); and

- Laboratory operations and maintenance.

The JPA provides for an organizational structure and a dispute resolution process but does not include protocols for collaboration.

The Joint Powers Agreement requires that the JPA meet once a year and the Fiscal and Policy Memoranda of Understanding dictates that the Facility Management Committee meet quarterly. The Facility Coordinating Committee meets once a month.

Mr. Mallon advised that the Project Coordinator will look to the Facility Management Committee for advice and recommendations.

Mr. Mallon noted that December 13, 2007, will be his last day working on the project, and that Jack Schweizer will remain as the Project Coordinator.

ELECTION OF COMMITTEE OFFICERS

Nominations were opened.

On nomination by Victor Rampulla, Doyle Campbell was elected chair by acclamation.

On nomination by Peter DiCarlo, Victor Rampulla was elected Vice-Chair by acclamation.

On nomination by Victor Rampulla, Patty Huber was elected Secretary by acclamation.

Nominations were closed.

RECEIVE AND FILE FMC MINUTES

Minutes were received and filed.

ACTION ITEMS

There were none.

PARKING

Jack Schweizer reported that there have not been any parking problems at the Center.

INTERAGENCY COOPERATION

Patrick Mallon reported that the lines of communication are outstanding, and other agencies are looking at the Center as a model of cooperation and collaboration.

SECURITY AND ACCESS

Jack Schweizer reported that initially there were some air conditioning system problems, however, improvements have occurred.

The Facility Management Committee and the JPA will be asked to consider additional monies to enhance security and infrastructure upgrades as future needs dictate.

CONTRACTS

Patrick Mallon reported that Control Air Systems (the installer of the mechanical system) provides system maintenance under contract to the JPA for a two-year term.

LASD Procurement is working on a Hazardous Materials Contract.

DISPUTE RESOLUTION

None.

EMERGENCY EVACUATION PLAN

Jack Schweizer reported that a consultant was contacted to provide a formal Evacuation Plan.

REPORT FROM THE FACILITY MANAGER

Jack Schweizer reported that he is currently the Facilities Manager and is responsible for the infrastructure, security, housekeeping and key security. Control Air Systems is providing efficient oversight of the mechanical system, and no problems have occurred.

Mr. Schweizer advised that the amount of the utility gas bill was a surprise and some budgetary adjustments will need to be made. However, he noted that since laboratory environments must maintain a humidity free level, all incoming air into the facility must be cooled to 54 Fahrenheit to remove moisture, and is then reheated to a comfortable temperature. This is resulting in almost constant use of the heating system, and a higher than expected utility bill.

Mr. Mallon reported that a Sheriff's Facility Complex Manager was budgeted at the direction of the Chief Executive Officer. However, the need for a Sheriff's Department Manager Position is suggested. The JPA will be asked to upgrade the budgeted item to a Manager position due to the complex nature of the operation.

REPORT FROM THE FACILITY COORDINATING COMMITTEE

Earl Shields, Captain, reported that he is currently the Chair of the Laboratory Committee and is responsible for oversight of the Coordinating Committee. Four lengthy and productive meetings have been held and the Chair position rotates annually.

The level of cooperation among agencies is outstanding and lines of communication have been a positive experience.

CONSIDERATION OF FUTURE AGENDA ITEMS

Patrick Mallon advised that the Los Angeles Regional Crime Laboratory Facility Management Committee is scheduled to meet on the 2nd Thursday of each quarter. Following discussion, the FMC agreed to meet on Thursday, February 14, 2007, at 2:00 p.m.

Patrick Mallon informed the Committee that at the direction of Chair Baca he has scheduled meetings with each JPA Director to discuss the potential of Phase 2 development. Proposition 69 will be fully functional in 2008, increasing the need to examine DNA evidence. Therefore, with a dramatic increase in the workload in the facility, a recommendation for a needs assessment for Phase 2 is being considered; this issue will be discussed at the December 13th JPA meeting.

PUBLIC COMMENT

There was none.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:50 p.m.